

RMS

Sanitized - Approved For Release :
CIA-RDP70-00211R000200180009-0

Chief, Management Staff

12 June 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 11 June 1958

1. Contributions

a. Tangible

- (1) Received 56 cu. ft. of inactive records at the Records Center from five offices, and disposed of 64 cu. ft. Since 1 January 1958, the Center has received 3,595 cu. ft. of records and disposed of 4,681 cu. ft. for a net decrease of 1,086 cu. ft.
- (2) Approved and designed seven new and five revised forms.

b. Intangible

- (1) Assisted Logistics Supply Division with their identification of those forms to be listed in the next issue of the Supply Catalog.
- (2) Disapproved adoption of an Employee Suggestion for revising the Agency's chain envelope, on the basis that our proposal to use the courier receipt in connection with the envelope will accomplish the suggester's objectives.
- (3) Transmitted to Area Records Officers usage data on 150 safes that either had not been opened for a month, or had been opened only once or twice during periods of from 30 to 60 days. Data was collected from reviewing check sheets on about [REDACTED]

FOIAb3b

2. Assignments - Active

- a. Forms in process - Fifteen new and 16 revised forms are under review.
- b. Forms Management Survey, Printing Services Division
- c. [REDACTED]

25X1A6d

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25X1X8

25X1X8

- d. Records Management Audit, [REDACTED] Secretariat, [REDACTED]
Destroyed ten cu. ft. of inactive records and transferred nine cu. ft. to the Records Center. Adjusted supplemental distribution stock levels at the Records Center to eliminate retention of superfluous copies by the Secretariat.

- e. Subject Numeric File Installations.

25X1A8a

- (1) OSI - Installation completed in [REDACTED]

- (2) Personnel Procurement Division, OS -
Screening of inactive material in the Specialized Recruitment Branch will release two copies to [REDACTED]

25X1A13c

- f. Shelf File Installations.

- (1) Acquisitions Branch Library/OSR.

- (2) Map Library Division/OSR.

- (3) OS Official Personnel and Applicant Files.

- (4) Office of Security.

- g. Document Division/OSR Sorting Rack.

- h. VM Program - OSR has authorized the destruction of 66 reels of obsolete microfilm at the Repository. Responsibility for punching IBM cards, used as an index to the OSR Reference Library at [REDACTED] has been transferred from the Repository to OSR Machine Division. The review of VM operations by the DD/I VM Committee disclosed two finished intelligence series which need not be retained at the Repository.

25X1A6a

3. Assignments - Inactive

- a. Revision of Travel Order Form - Delivery of coordination draft from the printer is due 13 June.
- b. Budget Office/OS File System Survey.
- c. Machine Records Division Shelf File Installation.
- d. Legislative Counsel Record System for Congressional Liaison Contacts.

4. ~~Item~~

2.

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- b. Favorable action is being taken on our request to the Office of Security to reduce retention periods for document and courier receipts.

25X1A9a

Distribution: 25X1A9a

Original - Addressee

- 1 - Mr.
- 1 - Mr.
- 1 - Miss
- 1 - Mr.
- 1 - RMS
- 1 - RMS (Tickler copy)

25X1A9a

Mgt/S/R (2 June '58)